



City of Lakeland

ADOPT~A~STREET VOLUNTEER GROUP INFORMATION PACKET

City of Lakeland, Tennessee

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2014 ~ 2015



ADOPT-A-STREET PROCEDURES

FOR VOLUNTEER GROUP COORDINATOR

Welcome to the Adopt-A-Street program! This program gives you a way to show pride in your community and is a great inexpensive project that generates publicity and recognition for your group's activities through the display of your group's name on the Adopt-A-Street signs along your adopted route.

The following procedures will help you, as your Adopt-A-Street group's coordinator, organize and complete your pickup events.

- Please review and sign the attached partnership agreement form. This form must be turned in to the City of Lakeland before your first litter pickup event.
 - Schedule a date **before the first pickup event** to hold a safety briefing for your volunteer group. Each volunteer involved in picking up litter **must** view the safety video, read the volunteer safety guidelines, and sign a release statement certifying this. Volunteers are encouraged to **watch the Tennessee Department of Transportation video on their Adopt a Highway Program in order to learn safety tips on picking up roadside litter and on vehicular traffic.** The video is located at:
<http://www.tdot.state.tn.us/environment/beautification/adopt-a-highway.htm>
 - Parents of children 12 to 17 years old must watch the safety video and/or read the volunteer safety guidelines with their child/children, and sign the parental consent portion of the release statement. *(Tennessee law requires that parents assume the responsibility for their minor children.)*
 - Contact Ms. Syma Collins, City Hall for the City's Adopt a Street Coordinator to schedule a time during regular weekday business hours to obtain your materials prior to your pickup event.
 - The City will provide you with volunteer safety guidelines, a safety video (to be returned), your Partnership Agreement, volunteer release statements, caution signage, bags, and safety vests.
 - Safety vests must be worn at all times during the pickup by the volunteers. Class II high visibility safety vests are highly suggested.
 - You will be loaned two orange caution signs. These signs are required by state and federal regulations to protect the safety of workers in a work zone. A sign must be placed at the beginning and the end of your stretch of adopted roadway facing oncoming traffic during your pickup events.
 - Return all Volunteer Release forms and your signed Partnership Agreement to your Adopt-A-Street Coordinator **before** your first scheduled pickup.
 - If you have new volunteers participating in subsequent pickup events the City requires that they read the volunteer safety guidelines and/or watch the safety video, and sign the necessary release forms. All release forms **must** be on file in our offices **before** volunteers are given permission to do litter pickup on city owned roadways.
 - **After each subsequent litter pickup event, please contact us so we can pick up the bags from the roadside.** At this time, **please also let us know how many bags your group picked up.** You may either call Ms. Syma Collins at 901-867-2717 or electronically submit your report online to scollins@lakelandtn.org. It's very important that you report to us. It allows us to keep up-to-date records of your activities and ensures that your group gets acknowledgement for its contributions.
 - Please return your materials (safety vests, safety video, any leftover litter bags, caution signs, etc.) to the City of Lakeland within three (3) days following your pickup event.
 - After your group completes its first pickup, recognition signage will be installed.
 - If you have a telephone number or address change, please let us know. Also, please let us know if a new group coordinator is assigned as the contact for your group so we can keep accurate and up-to-date records of your group.
- Please contact Ms. Syma Collins at 901-867-2717 for the contact name and phone number of your assigned Adopt-a-Street (if not received yet.)

When you are ready to turn in the enclosed forms and pick up your supplies, please contact the City of Lakeland. We will be happy to work with you to ensure your first litter pickup is a success. ***Be safe and have fun!***



VOLUNTEER PARTNERSHIP AGREEMENT

The City of Lakeland is grateful to have _____
(hereafter called "Volunteer Group")

participate in volunteer litter pickup activities on _____ to _____

for a one (1) year contract period of _____/_____/20____ to _____/_____/20____

(Partnership agreements must be renewed yearly.)

Your participation in the Adopt-A-Street program will help The City of Lakeland create a cleaner atmosphere in Tennessee.
In consideration of the mutual benefits to be derived, the parties agree to the following:

CITY OF LAKELAND

- Provide documents including Volunteer Release Statements, Volunteer Safety Guidelines and safety video, Volunteer Group Coordinator Guide, and Partnership Agreement.
- Provide adequate number of trash bags.
- Provide _____ Approved Safety Vests (Class II high visibility).
- Remove trash bags from adopted area on next regular business day, or as soon as possible upon request.
- Provide traffic control signs to be used by the Volunteer Group.

VOLUNTEER GROUP

- Conduct at least (4) litter pickups during the contract year. Plan for at least one cleanup during each of the Spring, Summer, Winter and Fall Seasons.
- Be aware of the hazardous nature of the work which is to be performed. The Volunteer Group shall assume all responsibility for, and shall defend and hold the City of Lakeland, its officers and employees harmless from any actions at law or claims of any character brought for injuries or damages sustained by any person or property arising from any act or omission of the City of Lakeland in performing or failing to perform pursuant to this agreement.
- The Volunteer Group's Adopt-A-Street Coordinator shall hold a "Crew Plan" safety briefing with the participating volunteers **prior** to each pickup.
- The Volunteer Group's Adopt-A-Street Coordinator shall take responsibility for ensuring each volunteer has read the Volunteer Safety Guidelines and signed the Volunteer Release Statement.
- The Volunteer Group's Adopt-A-Street Coordinator must return all signed Volunteer Release Statements to the City of Lakeland prior to pick-up activities. Volunteer Release Statements must be signed by each participating volunteer (parent/guardian signature required for volunteers between 12-17 years of age) and returned to the City of Lakeland prior to the pickup event.
- Require workers to wear Class II high visibility safety vests and to work only after traffic control signs are in place.
- Obtain required supplies and materials from the City of Lakeland during regular business hours.

All participants will be at least 12 years of age and participants between 12 and 17 years of age will be adequately supervised by an adult. There should be one (1) adult supervisor for five (5) youths.

Please provide this signed form to your Adopt-A-Street Coordinator before your first litter pickup.

(Volunteer Group Coordinator Signature)

(Jim Atkinson, City Planner)

(PRINT NAME)

(PRINT NAME)

Date

Date



ADOPT-A-STREET VOLUNTEER SAFETY GUIDE

Welcome to The City of Lakeland's Adopt a Street Program! While you are making a difference picking up litter, please make sure you are doing it safely. These guidelines were developed with your safety in mind. Please follow them at all times!

Think safety-first!

Thank you for joining the Adopt-A-Street program!

SAFETY REMINDERS

- Hold safety "tailgate" meetings before each pickup.
- Carpool to minimize number of vehicles at the site, and park clear of the roadway.
- Put on safety vest prior to getting onto the roadside.
- Wear gloves, leather shoes or boots, hats, long sleeves and light colored clothing.
- Place warning signs at the beginning and end of the work area.
- Face oncoming traffic while working.
- Maintain a working group of six to ten people. Work in pairs.
- Avoid working during peak travel times.
- Do not work on holiday weekends.
- Stop work in inclement weather.
- Avoid overexertion.
- Do not remove hazardous substances.
- Watch for snakes and sharp objects.
- Do not pick up items on bridges, in tunnels or on overpasses.
- Stay clear of construction areas.
- Do not pick up items from the pavement or median.
- Participants 12 – 17 years old must be adequately supervised by one or more adults. Ratio: At least one (1) adult supervisor for every five (5) youths.
- Drink plenty of water to avoid dehydration.
- Wear sunscreen.
- Do not over-stuff litter bags or compact them. When a bag feels heavy (about 10 pounds average), secure it and get another bag. Place bags together, if possible, near the roadside or next to your Adopt-A-Street signs.
- No horse playing or waving of arms that might distract drivers.
- For younger volunteers, do not pick up broken glass, knives or dangerous items – instead, call these items to the attention of an adult volunteer.
- Stay alert and well away from the road.
- Do not wear headsets while cleaning the roadside.



BAG IT, MOVE IT, OR LEAVE IT?

BAG IT

These items may be placed in a bag:

- Small items made of paper, cardboard, plastic, Styrofoam, wood, rubber, glass or metal provided that the item does not have sharp edges.
- Small, empty containers provided they don't have sharp edges.

MOVE IT

These items should be placed alongside your stacked bags at the edge of the shoulder:

- Items with dull, pointed edges that might tear a bag.
- Large items that would prevent a bag from being properly tied closed.
- Heavy items that could tear a bag, provided that the item can be moved without causing physical injury.
- Containers that are not empty if the contents won't spill when moved and you can identify the product as one that is not hazardous. If you suspect that an item contains urine, do not move it.

LEAVE IT (If in doubt, leave it alone!)

These items should be left where found without taking further action:

- Sharp, large, or heavy items that could cause physical injury if moved.
- Any item in an unsafe location (within six feet of a traffic lane, or unstable ground, etc.)
- Any item that you cannot identify and suspect may be hazardous.
- Unclosed or leaking items containing hazardous substances. Items may have labels such as Explosive, Toxic, Harmful, Corrosive, or Poisonous Gas written on them.



METH LAB AWARENESS INFORMATION

The roadside dumping of illegal meth lab waste is becoming a serious problem in Tennessee. It may look like carelessly dumped trash, but is extremely hazardous to your health and has a severe impact on the environment.

Don't let meth waste threaten you or your group's safety! If you sight any of the following items along the roadside, do not approach or attempt to remove these items. Instead, immediately contact the Tennessee Bureau of Investigation's Meth Watch Hotline at 1-877-TNN-METH:

- Empty or used alcohol products such as isopropyl rubbing alcohol, denatured alcohol, etc.
- Numerous empty pill bottles and packaging, especially empty blister packs of nasal decongestant or cold remedies.
- Containers of separated liquids of ANY color.
- Bottles that look like they contain urine or windshield wiper fluid.
- Unused matches without striker plates, or washed striker plates.
- Corroded propane tanks or tanks with blue discoloration. Watch out! This means the tank is EXPLOSIVE!
- Boxes of battery fluid or bottles of muriatic acid.
- Kitty litter bags, especially if they look like they've been opened and taped closed.
- Trash bags that are taped shut or with tubes coming out of them.
- Containers with any type of tubing attached.
- Anything put together or bundled up with duct tape.
- Suspicious-looking tool boxes, coolers, or other convenient storage containers.

These items could be portable meth labs that have been hidden or stored by the roadside. Many portable meth labs have been known to be booby trapped.

BE VERY CAREFUL!!!!
THANK YOU FOR YOUR CONTRIBUTION
TO HELPING KEEP TENNESSEE
CLEAN AND BEAUTIFUL!



VOLUNTEER RELEASE OF LIABILITY STATEMENT

I do hereby release, hold harmless, and discharge the City of Lakeland, Tennessee, its officers, agents and employees from any and all liability for injury to my person, damage to my property, or death, whether or not such liability is based upon allegations of negligence while participating in Lakeland's Adopt-A-Street program and/or other volunteer activities on or near city-owned right-of-way. I acknowledge the fact that working in the area of roads can be a hazardous activity, and that I accept the risks associated with this work.

I certify that I have reviewed and fully understand the Adopt-A-Street Volunteer Safety Guide and have watched in completion the Adopt-A-Street Safety Movie as a prerequisite to participating in the Adopt-A-Street program.

Volunteer Name: *(Please Print)*: _____

Volunteer Signature: _____

Date: _____

Volunteer Group: _____

PARENTAL OR LEGAL GUARDIAN CONSENT RELEASE

This consent form is required if volunteer is between the ages of 12 and 17. Volunteers must be at least 12 years of age to participate in the program.

I certify that I am the parent or legal guardian of the minor volunteer named above and hereby grant permission for him/her to participate as a volunteer in the Adopt-A-Street program. I further agree to abide by the stipulations set forth in the above paragraphs.

Parent/Legal Guardian Name: _____
(Please Print)

Parent/Legal Guardian Signature: _____

Date: _____

Please provide this completed form to your group's Adopt-A-Street Coordinator